

**ATTORNEY ADVISOR
U.S. DEPARTMENT OF COMMERCE
OFFICE OF GENERAL COUNSEL
OFFICE OF THE ASSISTANT GENERAL COUNSEL FOR ADMINISTRATIVE AND TRANSACTIONS
CONTRACT LAW DIVISION**

OVERVIEW:

The Office of the General Counsel for the Department of Commerce is seeking a government contracts attorney for its Contract Law Division (CLD). CLD, within the Office of the Assistant General Counsel for Administration and Transactions, provides advice to the Department's senior leadership and contracting and program officials in all of the Department's bureaus, excluding the Patent and Trademark Office, regarding the acquisition of goods and services to support the Department's mission. CLD's expertise is government procurement and its attorneys provide guidance at all stages of the contracting process. As part of its responsibility, CLD also represents the Department in all contract-related litigation, counsels the Department's Office of Acquisition Management, which is responsible for establishing Department-wide acquisition policies and procedures, and serves as the legal advisor to the Department's Suspension and Debarment Official.

This position will be filled at the GS-13 (**94,976.00 – 123,234.00**) or GS-14 (**112,021.00 – 145,629.00**) level depending on the selected candidate's experience. The full performance level of this position is a GS-15. The position is located in Washington, D.C.

RESPONSIBILITIES: The selected candidate will:

- Advise the Department's contracting and program officials as they develop acquisition strategies;
- Participate in the Department's review of major acquisitions; review acquisition plans, statements of work, and solicitations;
- Examine limits on competition;
- Advise source selection boards;
- Participate in discussions with and debriefings of offerors;
- Review contract modifications;
- Advise on contract interpretation;
- Review interagency agreements for assisted acquisitions;
- Defend protests of the Department's procurement decisions before the Government Accountability Office;
- Defend the Department's position in contract disputes before the U.S. Civilian Board of Contract Appeals; and
- Assist the Department of Justice's defense of procurement actions filed in the United States Court of Federal Claims.

MANDATORY QUALIFICATIONS FOR ATTORNEY ADVISOR

- Citizenship: Must be a U.S. citizen.
- Education: Must have graduated from an ABA-accredited law school
- J.D. degree.

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- Bar Membership: Applicant must provide proof of an active bar membership in good standing of the bar of a state, territory of the United States, the District of Columbia or the Commonwealth of Puerto Rico

SKILLS AND QUALITIES OF MANDATORY QUALIFICATIONS:

- For the GS-13 level, applicants must have 3 years' experience practicing federal government contract law either in-house as corporate counsel, at a law firm, or within another government agency. Expertise in a broad variety of contracts, such as professional and scientific services, construction, technical equipment, and information technology is preferred.
- For the GS-14 level, applicants must have 4 years' experience practicing federal government contract law either in-house as corporate counsel, at a law firm, or within another government agency. Expertise in a broad variety of contracts, such as professional and scientific services, construction, technical equipment, and information technology is preferred.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

OTHER INFORMATION:

- This an excepted position is in the competitive service of the federal government.
- Relocation expenses WILL NOT be paid.
- This is a *non-bargaining* unit position.
- The Full Promotion Potential/performance level of this position is: **GS-15**
- If this position is filled at a level below the full performance level, the selectee may be promoted without further competition. This implies no promise or guarantee of a promotion.
- Salaries shown for this vacancy include locality pay.
- Current or Former Political Appointees: The Office of Personnel Management (OPM) must authorize employment offers made to current or former political appointees. If you are currently, or have been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch, you must disclose this information to the HR Office. Failure to disclose this information could result in disciplinary action including removal from Federal Service.

APPLICATION REQUIREMENTS FOR ATTORNEY ADVISOR

To be considered, please submit the following *by July 13, 2017

- Resume
- Cover letter
- Law school transcript reflecting conferred JC (unofficial is sufficient for application purposes)
- Proof of active Bar Membership in good standing of a state, territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico

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- Legal writing sample
- Most recent performance appraisal, if applicable
- Latest SF50, if applicable.

Travel Required: Occasional travel maybe required.

Benefits: <https://www.opm.gov/healthcare-insurance/healthcare/>

To be considered, please send your resume to cldresumes@doc.gov by July 13, 2017.

Applicants who are not selected for interviews will not be notified that they have not been selected.